

**CIVIL SERVICE BOARD
Meeting Minutes
Thursday, March 22, 2007**

Members and Staff Present:

Shari Boggess	Chair
Steven Martinez	Vice Chair
Cindy Caress	Member
Edgar Deatherage	Member
Jackie Larkin	Secretary Designee
James McBrearty	Board Counsel

Members Absent

Michael McDonald	Member
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The meeting was called to order by Chair Boggess at 1:01 p.m., in Meeting Room A, Fresno City Hall.

The following items were heard in order as listed on the agenda.

APPROVAL OF MINUTES

A motion was made by Member Deatherage and seconded by Vice Chair Martinez, and approved unanimously to approve the March 2, 2007 meeting minutes.

SCHEDULE/CONFIRM MEETINGS

The Board confirmed the April 5, 2007 meeting date and tentatively set the next meeting date for April 19, 2007.

REQUEST HEARING – APPEAL OF POLICE LIEUTENANT PROMOTIONAL EXAM PROCESS

Applicant gave reasons to support his request for a future appeal hearing before the Board.

Tina Griffin, Deputy City Attorney, Juanita Chavez, Assistant Director of Personnel Services and Robert Rodriguez, Senior Human Resources Analyst representing the Department were present. Juanita Chavez answered questions related to the examination process that were asked by the Board.

At 1:33 p.m., Chair Boggess declared the Board would convene into Executive Session to commence deliberations.

At 1:50 p.m., the Board reconvened into open session.

A motion was made by Vice Chair Martinez and seconded by Member Deatherage to deny the Applicant's request for a hearing.

Ayes: Caress, Boggess, Martinez, Deatherage
Noes: None
Abstain: None

WRITTEN INSTRUCTIONS FOR CANDIDATES AT TIME OF INTERVIEW (CIVIL SERVICE BOARD)

Chair Boggess said that all exams are open to the appeal process and there needs to be consistency, especially when using consultants. The behind the scenes process needs to be scrutinized before the exam is conducted, so that there are no signs of preferential treatment. She said it would be helpful if the Board could see exam scores with the names blocked out and the City agreed to provide that information with any future examination appeals.

UNSCHEDULED PUBLIC COMMUNICATION

Juanita Chavez said the Director of Personnel Services had a question on the changes to the Rules and Regulations, Section 4(d), specifically how often does the Board ask to review the official hearing record. Chair Boggess responded that it rarely happens, it has been discussed in the past that the Board would try to talk to the hearing officer rather than review the transcripts. Dan McCloskey, Board Counsel, said if the Board has any questions they should talk to the hearing officer and let them know what we want the recommendation to look like and how they came to their conclusion, their findings of facts. Chair Boggess thought maybe the language might be revised to direct the hearing officer to be very specific or use a specific format for their findings and recommendation. Both Personnel and the City Attorney's Office will recommend to the hearing officers that they include facts on what led to their conclusion/how they reached conclusion.

There being no further business to come before the Board, the meeting was adjourned at 2:13 p.m.

Terry A. Bond, Secretary to the
Civil Service Board